

IS 120

1. Work independently in the computer environment, observe computer screens for details.
2. Look for sources of help in computing software by using help tools.
3. Complete projects in a timely manner.
4. Use computer terminology accurately and understand use of terms in advertising, technical literature, etc.
5. Act ethically in a computer environment. Understand the harm of viruses, computer theft, etc.
6. Utilize self paced learning software.
7. Realize that much of computer learning is by trial and error.
8. Understand wordprocessing, spreadsheet, database, graphical and internet processes and concepts.
9. Students will learn that computing is an ever changing discipline that requires continual study.

COURSE OUTLINE

